

Use Permit Compliance Inspection Fee
(Currently only for MUP)

EFFECTIVE 9/15/2013	FEE	INITIAL DEPOSIT	FEE CODE
Permit Compliance Officer Inspection Fee (Code Division)	\$787		3MUPCOMPOO
TOTAL FEES \$787			

REQUIREMENTS:

- ___ **Evidence of Compliance** is needed for all submittals (see PDS-241R or PDS-242).
- ___ **One (1) entire copy** of the APPROVED RESOLUTION or FORM of DECISION with the proposed condition(s) highlighted (REQUIRED for First Submittal, NOT REQUIRED for Re-Submittals).

FORMS:

- [241R Condition Satisfaction Application Initial Submittal](#) (ONLY Use for FIRST Submittal)
[242 Condition Satisfaction Re-Submittal](#) (Use for ALL Re-Submittals)

Items below is informational only and not to be submitted.

- [209 Defense and Indemnification Agreement FAQs](#)

Submittal Appointments are no longer required.
Check-in at the main PDS counter no later than 3:30 p.m.
Submittal package MUST BE complete.

NOTES:

1. Verify in ACCELA if the applicant has paid, or needs to pay the "Use Permit Compliance Inspection Fee."
 - Look in the Permit Fee Summary to see if the applicant has previously paid any amount under the fee code "3MUPCOMPOO".
2. Make sure Property Owner information is updated in ACCELA. Include Phone number.
3. Keep a copy of the receipt and send the original receipt with a copy of the occupancy condition satisfaction letter to the Permit Compliance Officer in the Code Compliance Division.
4. The Permit Compliance Officer will schedule an inspection appointment for approximately six months after occupancy is granted.
5. Only use PDS-241R, if form has never been filled out before and a Post Approval "99" ACCELA account has not been opened.
6. If project is a violation, plans must have Code Compliance Officer's stamp before accepting the application.